



Job Title	Job Code	FSLA Status	Employment Status	FTE Authorization	Date Revised
PT or FT Cashier		Non-Exempt	Hourly		May 2023 (LG)

About the organization:

Inspired Coffee is a premium coffee shop, a neighborhood place, located in downtown Lake Geneva, employing up to 20-30 individuals with mild to moderate developmental disabilities in an integrated setting where are celebrated, job trained, coached and, over time, placed into a fully integrated work setting.

Mission Statement:

Empowering adults with disabilities to live with greater purpose and achieve their individual best in a thriving environment.

Core Values:

1. Christ-centered
2. Empower
3. Equity
4. Excellence
5. Serve with Love
6. Better together

Performance Standards:

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

Position Description:

The Cashier provides a warm and welcoming experience for the customer, with a friendly and helpful attitude, and cooperates with co-workers to ensure a positive experience for the customer. They interact with both customers and co-workers by managing transactions using the cash register. The Cashier is customer focused and has a good general knowledge of the products sold at Inspired.

Primary Responsibilities

- Manage transactions with customers accurately using cash registers.
- Must be efficient at money handling, including counting cash and the ability to provide change accurately.
- Take food and drink orders accurately and efficiently.
- Ensure that pricing and special requests are accurate.
- Collect payments whether in cash, credit, or gift card.
- Provide suggestions about products and introduce new products.
- Greet customers warmly when entering or leaving the store.
- Educate customers about the drinks menu, making recommendations and up-selling special items as needed
- Maintain clean and tidy checkout areas.

Other

- Other duties as assigned by the General Manager, Assistant Manager, or Shift Lead

Education/Qualifications:

- Excellent customer services skills
- Ability to learn and work in a fast-paced work environment
- Salary: Dependent on qualifications and availability

Physical Requirements and Working Conditions

Work primarily on your feet in a coffee shop environment; occasional lifting of inventory and product up to 20 lbs.; providing fast-paced, friendly service and assistance to customers. Patiently work alongside our trainees, following deployment guides to ensure efficient working environment.

**This job description is not intended to be all inclusive. Therefore, the employee may be requested to perform other reasonable duties as assigned by the immediate supervisor or other management as required. Inspired Coffee reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed the job description does not constitute a written or implied contract of employment. It is also understood the company reserves the right to change work schedules as required, including overtime.*